

201 KAR 6:020. Other requirements for licensure.

RELATES TO: KRS 216A.070(1)(a), 216A.080(1)(a), (b), (c), (d), (e)

STATUTORY AUTHORITY: KRS 216A.070(3), 216A.080(1)(d), (e)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 216A.070 requires the Kentucky Board of Licensure for Long-Term Care Administrators to promulgate administrative regulations to develop, impose, and enforce standards which shall be met by an individual in order to receive a license. KRS 216A.080(1)(d) and (e) authorize the board to promulgate administrative regulations to establish examination requirements and other requirements to be met if the requirements are uniform and applied to each applicant for a license. KRS 216A.080(1)(d) requires an applicant to pass an examination approved by the board. This administrative regulation establishes requirements for licensure and sets limits on the taking of the examination.

Section 1. An applicant for a license as a long-term care administrator shall, in addition to meeting all of the requirements provided by KRS 216A.080(1):

(1) Have satisfactorily completed a course of study for, and have been awarded a baccalaureate degree from, an accredited college or university accredited by an agency recognized by the United States Department of Education;

(2)(a) Pass the written examination administered and verified by the National Association of Long-Term Care Administrator Boards; and

(b) Submit to the Board of Licensure for Long-Term Care Administrators documentation of a passing score, as defined by the National Association of Long-Term Care Administrator Boards.

1. This score shall not be less than seventy-five (75) percent of the scaled score.

2. The examination shall be passed within:

a. Two (2) years before filing an application for licensure or reinstatement; or

b. One (1) year after filing an application for licensure or reinstatement; and

(3)(a) Except as provided in paragraph (b) and (c) of this subsection, have six (6) months of continuous management experience, or, if part-time, not less than 1,000 hours within a twenty-four (24) month period, with that experience to be completed in a long-term care facility. This experience shall be completed no more than two (2) years in advance of the date of application or within one (1) year after the filing of the application. The management experience shall include evidence of responsibility for:

1. Personnel management;

2. Budget preparation;

3. Fiscal management;

4. Public relations; and

5. Regulatory compliance and quality improvement.

(b) An internship, that is at least 1,000 hours in length, which is a part of a degree in long-term care administration or a related field, shall satisfy the experience requirement established in this subsection.

(c) A bachelor's or master's degree from an academic program accredited by the National Association of Long-Term Care Administrator Boards upon the applicant's graduation and which was awarded within two (2) years of the date of the application shall satisfy the experience requirement established in this subsection.

Section 2. (1) The examination for licensure established by KRS 216A.080(1)(d) shall be the examination prepared by the National Association of Long-Term Care Administrator Boards.

(2) An applicant shall not sit for the examination more than four (4) times within twelve (12)

months.

Section 3. Any application not completed within one (1) year of the date of application shall be mandatorily withdrawn as incomplete.

Section 4. A licensee shall provide the board with written notification within thirty (30) days of the occurrence of any of the following:

- (1) Change of home address;
- (2) Change of employer;
- (3) Conviction of a felony or misdemeanor:

(a) A licensee providing notice of a conviction shall provide a copy of the judgment in the case.

(b) A plea of nolo contendere or an Alford plea shall not absolve the licensee of an obligation to report a conviction; or

(4) Immediate Jeopardy or Substandard Level of Care notice received from the Cabinet for Health and Family Services by the long-term care facility at which the licensee serves as the administrator of record. A licensee providing notice of a citation shall provide a copy of the inspection report and submitted plan of correction.

Section 5. An applicant for licensure shall complete and submit an Application for Licensure.

Section 6. Incorporation by Reference. (1) "Application for Licensure", January 2014, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure for Long-Term Care Administrators, 911 Leawood Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (25 Ky.R. 678; Am. 1584; eff. 1-19-1999; 26 Ky.R. 867; eff. 12-15-1999; 40 Ky.R. 628; 1016; eff. 11-20-2013; 40 Ky.R. 1847; 2281; eff. 5-2-2014.)